



Form GSOP 1-PIN (04/98)

STATE OF CALIFORNIA
Department of General Services - Office of Procurement

PURCHASE ORDER

Page 1

Purchase Order No. Rev. Date
62264 11/25/2008

Supplier No. 776481	Solicitation No. 57172	Delivery Date As Specified	FOB Point Destination	Invoice Terms
<i>S</i> EMPLOYMENT DEVELOPMENT <i>h</i> T DEPT <i>i</i> o 1733 W SPORTS DRIVE, #A <i>p</i> SACRAMENTO, CA 95834		<i>C</i> EMPLOYMENT DEVELOP D E-31 <i>h</i> a T MIC 52 <i>r</i> o PO BOX 826880 <i>e</i> SACRAMENTO CA 94280-0001		
Agency Billing 23336	Agency Purchase Estimate E972003	Purchase Estimate 67328	Revision 1	
Agency Contact JESSICA COHAGAN		Phone 916-928-7694	Date Received	

SUMRALL SOLUTIONS LLC
4524 MAPLE PLAIN AVENUE
SUITE 201
ELK GROVE, CA 95758
Attn: PAUL SUMRALL

Phone: 916-427-3307

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
<p>THE GENERAL PROVISIONS FOR NON-IT COMMODITIES ARE HEREBY INCORPORATED BY REFERENCE. THESE GENERAL PROVISIONS CAN BE OBTAINED BY PHONING (916) 375-4400 OR BY ACCESSING OUR WEBSITE AT:</p> <p>www.documents.dgs.ca.gov/pd/modellang/GPhonIT0407.pdf</p> <p>THE FOLLOWING INFORMATION IS PROVIDED FOR AGENCY USE ONLY:</p> <p>PRIME CONTRACTOR: SB</p>						
1	33600	MX	7530-999-0200-2	ENVELOPE (AS DESCRIBED) BY THE THOUSAND Envelope #10, Double Window per attached specification	15.7600	529,536.00
				Brand: <u>TENSION ENVELOPE CORPORATION</u> Model: <u>3-2019</u>		
Total Value:						529,536.00
<p>ATTACHMENTS: THE FOLLOWING ATTACHED DOCUMENTS ARE PART OF THIS PURCHASE ORDER:</p> <ol style="list-style-type: none"> 1. SPECIFICATIONS OF 8 PAGES 2. ADMINISTRATIVE REQUIREMENTS 3. PALLET SPECIFICATIONS <p>DELIVERY: For the purpose of this purchase order, only F.O.B. Destination is be accepted.</p> <p>Please see attached administrative requirements, sections 2 and 3 for additional delivery requirements.</p> <p>SAMPLING & INSPECTION: This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with Military Standard, MIL-STD-105, Sampling Procedures, and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.</p>						

Sales and/or use tax to be extra unless noted above

Buyer <i>KaO</i> KATHLEEN SANBORN	Phone 916-375-4403	BOC Number
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Department of General Services - Office of Procurement

Form GSOP 2-PIN (04/98)

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Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
				An initial inspection may be made of each lot. Sampling shall be at Level 1 with an AQL of 2.5, single, normal for the boxes received. In process performance shall be measured by the number of defective envelopes and total envelopes used from that lot. For a 1,000,000 envelope or larger delivery, the following rejection criteria will apply. If prior to using 80,000 envelopes of any lot, the EDD encounters 1,600 defective envelopes, the lot shall be rejected. If, after using 80,000 envelopes from a lot, the EDD encounters a percent defective in excess of 2% of the total amount of the lot used, that lot shall be rejected. Rejected envelopes shall be replaced on a one for one basis at the supplier's expense. Delivery of replacement envelope(s) to EDD shall be no later than 14 calendar days from date the supplier is notified of the rejected envelope(s). CHANGE ORDERS: This Purchase Order may be amended, modified, or terminated at any time by mutual agreement of the parties, in writing. Change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier. Termination, as that term is used in this section, does not include termination for default of the supplier This Purchase order has been registered into the state contract and procurement registration system (https://www.scprs.dgs.ca.gov/). The registration number is 71001108344447.		



STATE OF CALIFORNIA

Bid Specification Envelope #10, Double Window

1. SCOPE:

This specification covers custom design envelopes for use by the Employment Development Department (EDD) for mailing letters and forms, and which are required to be suitable for machine inserting, sealing and sorting.

2. SPECIFICATIONS AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3. REQUIREMENTS

- 3.1 Envelope size, #10 (4-1/8" x 9-1/2") two window envelope. Due to the need for rigidity of envelopes through insertion equipment, recycled paper is not acceptable on this order. SEE ATTACHED FIGURES 1-4.
- 3.2 Paper, 24lb, white virgin bond wove (caliper 4.35-5.50).
- 3.3 Smoothness, 170 \pm 15 Sheffield Units on the felt (outside) side with the brightness rated at 84%, and the opacity at 90%.
- 3.4 Side seams shall be 3/4" inch with gum-line 8-1/4" inches centered. Side-seams shall be firmly sealed
- 3.5 Double window:
 - o Top Window Dimension: 9/16" x 3-1/2"; Location: 1-11/16" from left edge and 3" from bottom edge.
 - o Bottom Window Dimension: 1-15/16" x 4-1/2"; Location: 2-1/8" from left edge and 11/16" from bottom. Envelope is to be free of debris and window cutout debris.
- 3.6 Window Patch, (window material) shall be of clear 115-gauge polystyrene plastic, or acetate or similar material (Glassine, a translucent cellulose bleached paper will not be acceptable) in use by the industry that meets US Postal standards with regards to reflectivity.
- 3.7 Special attention must be taken to assure that the window patch is secure and sealed as close as possible to the edges, and shall be firmly sealed particularly at top or leading

edge, to prevent separation or jamming with high speed inserting equipment. Envelopes with double window patch shall end within 1/8 inch from flap score. The window patch must not restrict or interfere with the flap score line. Sealing around window(s) shall be secure, flat and ripple free, sealed to within 1/16 inch of edge of window.

4. EQUIPMENT OPERATION SPEEDS

- 4.1 The envelopes shall not jam or cause any other damage to the inserting equipment when inserted at 10,500 envelopes per hour on Pitney Bowes Series 9, and up to 12,000 envelopes per hour Pitney Bowes Series 12.
- 4.2 Sorting cycle speeds, up to 33,000 envelopes per hour on Pitney Bowes SRM-4.

5. PRINT AND SECURITY TINT REQUIREMENTS:

- 5.1 Envelope shall be printed on the face side with black ink. Face printing includes 3-2019 (01-03) State of California / Employment Development Department Official Business Penalty for Private Use, \$300. See Figure 2 for placement.
- 5.2 Security screen tint shall be applied to the envelope interior with black ink. Envelope security tint must ensure complete opacity and prevent show through of any material contained within. Vendor must guarantee security tint will not show through the envelope and will meet U.S. Postal Service automation guideline/requirements for successful mass mail processes. Envelope security tint must be "www.edd.ca.gov" repeated with a bullet between each web-site repetition. Text shall be at a seventy-degree angle left to right.
- 5.3 The vendor shall apply their identification on the back lower left corner of the envelope the following information:
 - Manufacturer Name, Job Number, Month, Year

FIGURE 1
TYPE 1

SIDE SEAM, ANGLED FLAP & BACK

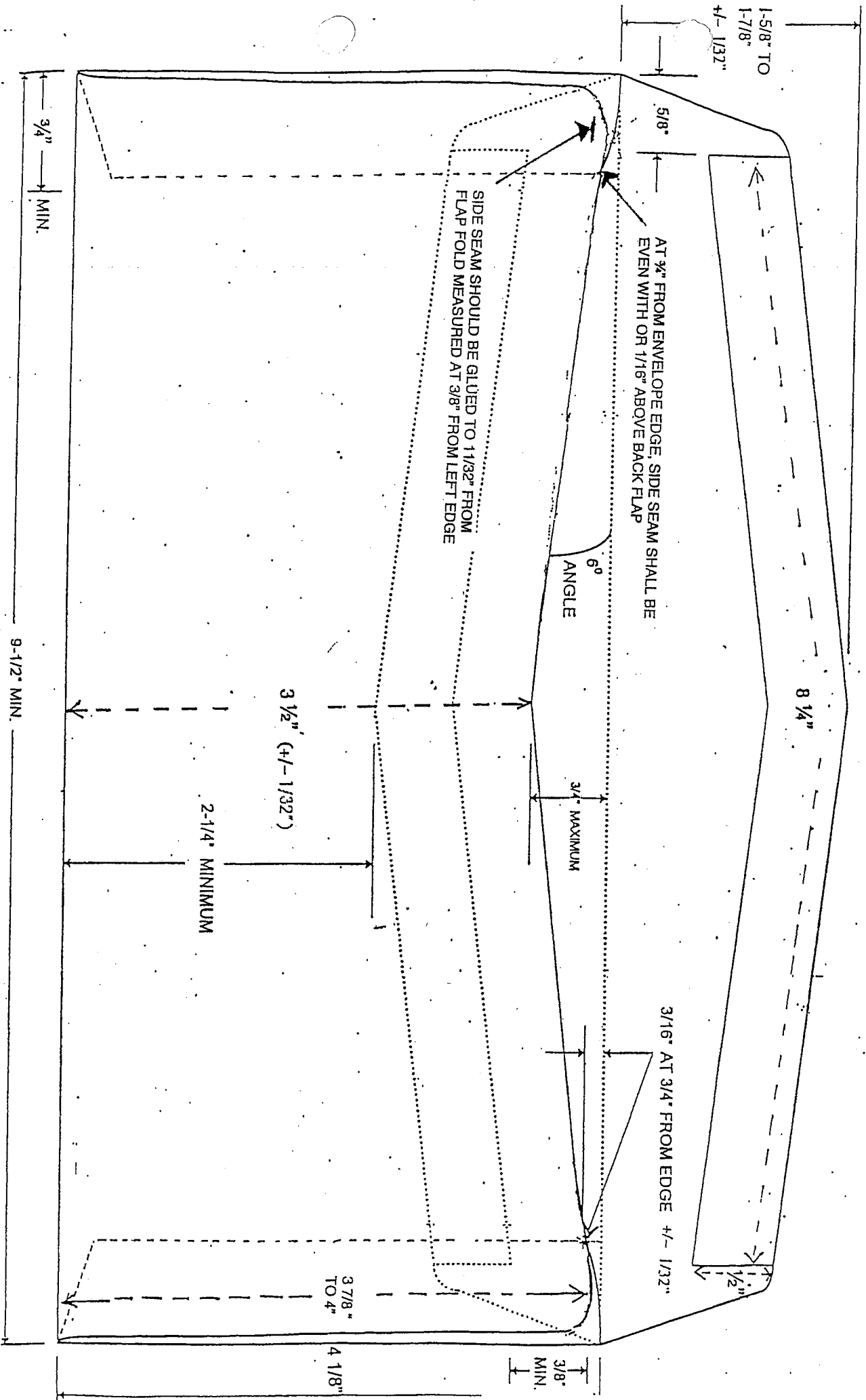


FIGURE 2

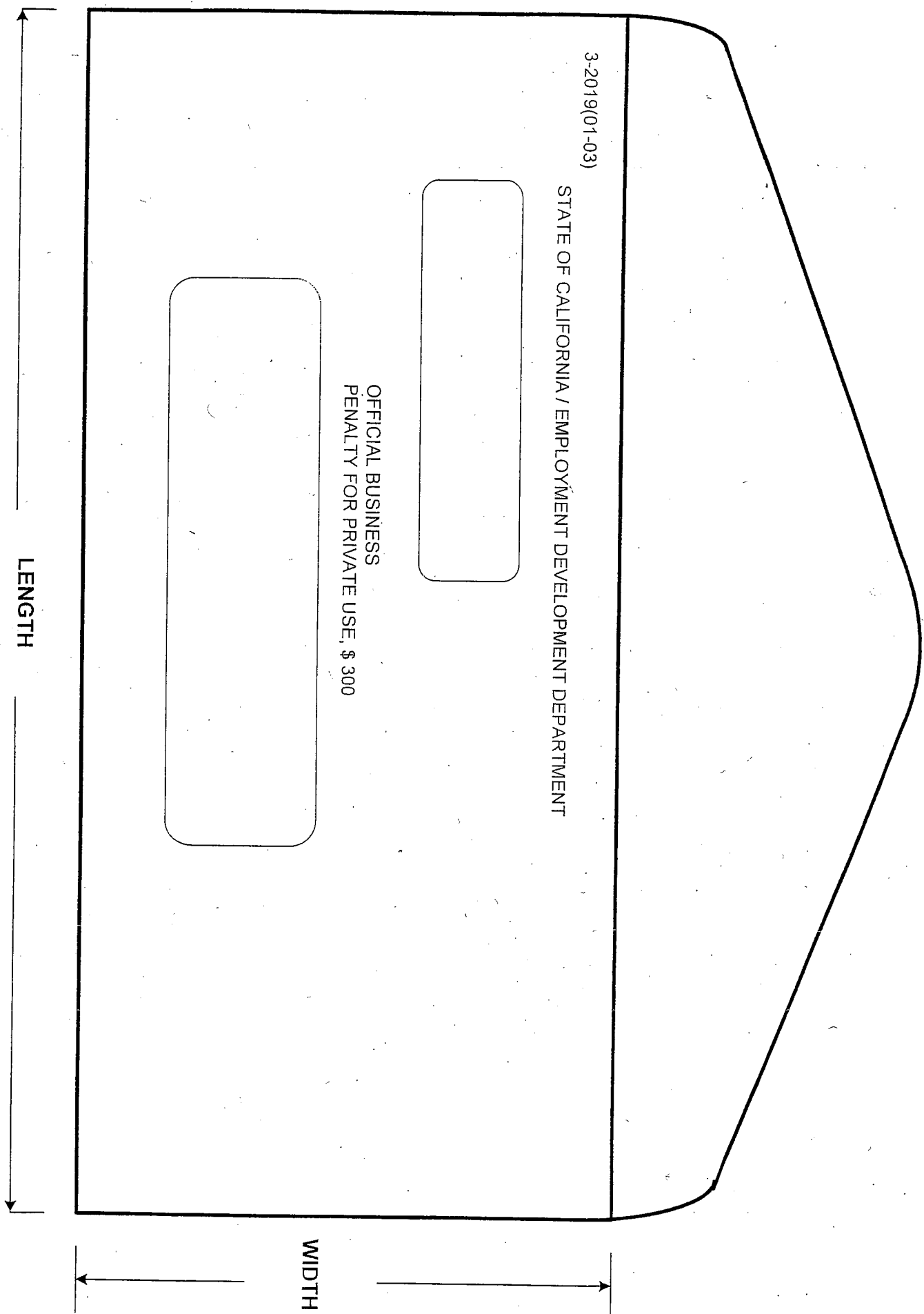
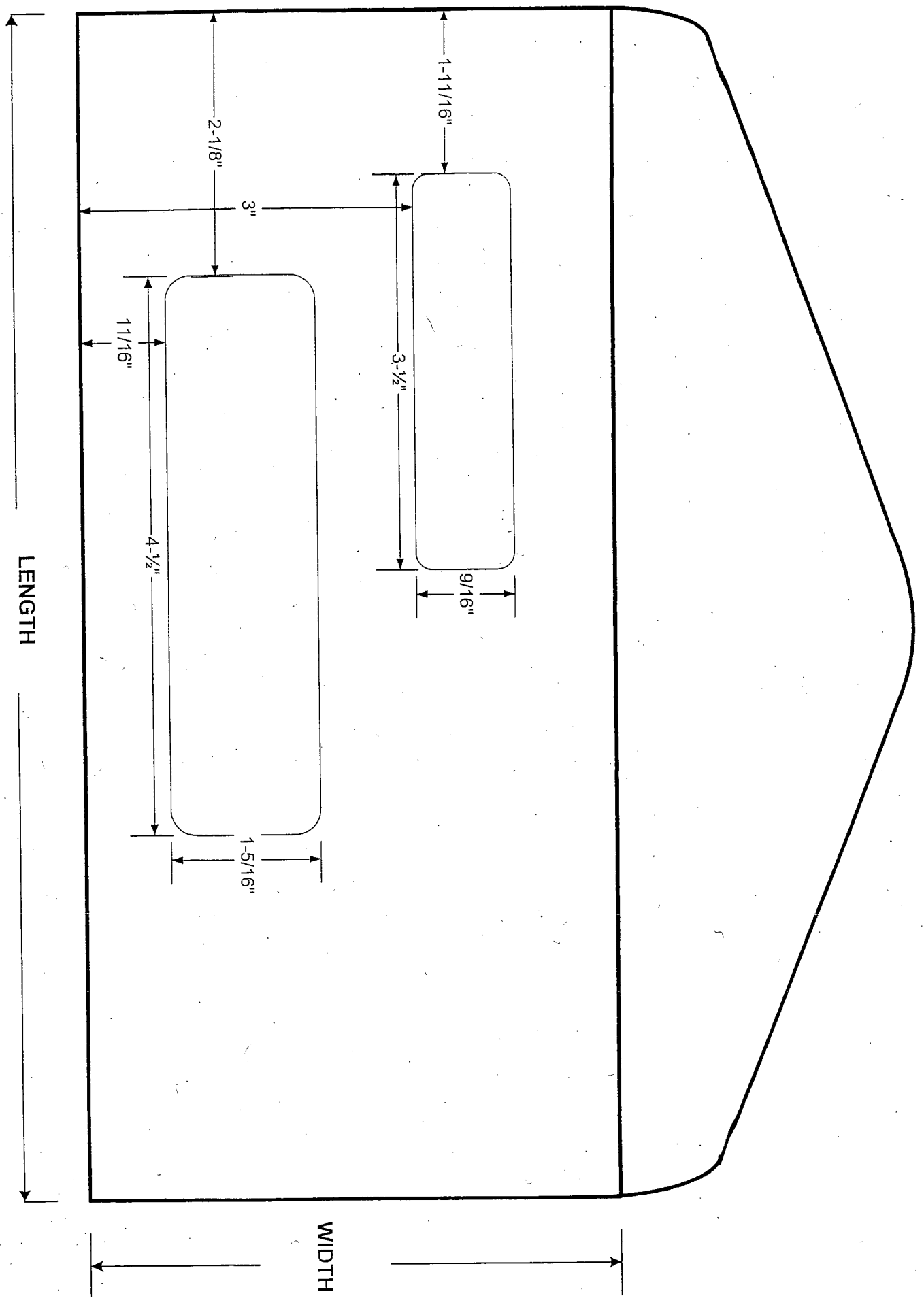


FIGURE 3
TYPE 1
Drawing not to scale



3-2019 (01-03)

STATE OF CALIFORNIA / EMPLOYMENT DEVELOPMENT DEPARTMENT

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

STATE OF CALIFORNIA / EMPLOYMENT DEVELOPMENT DEPARTMENT

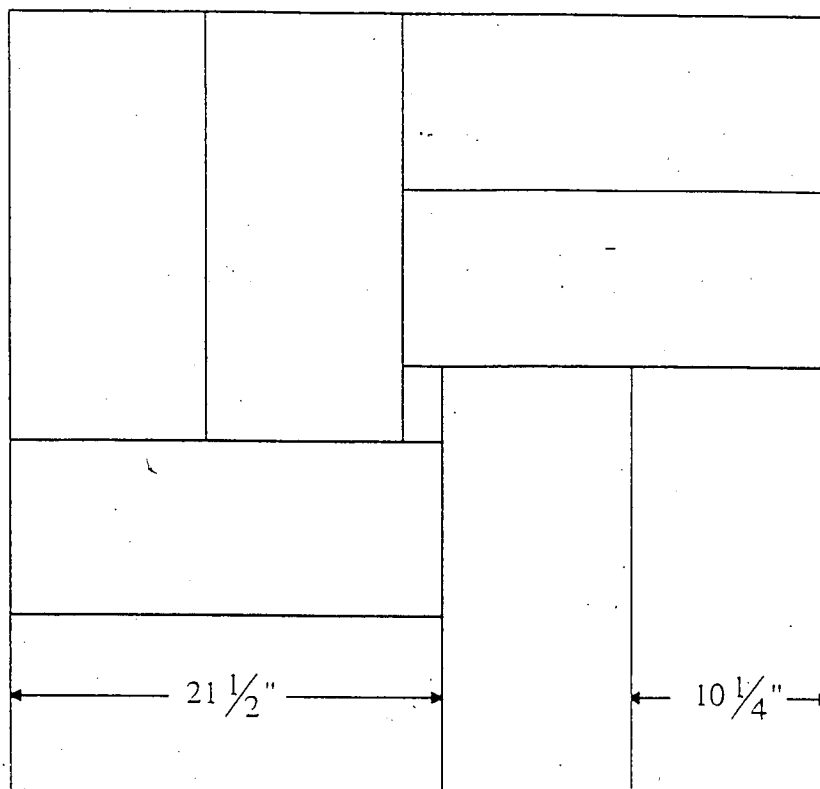
[www.edd.ca.gov](#)

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

[illegible]

PALLETIZING

TOP VIEW



FOR REGULAR
#10 ENVELOPES
Size $4 \frac{1}{8}"$ X $9 \frac{1}{2}"$

Pallet Size
 $42" \times 42"$
Type #2

CARTON SIZE
Outside Dimensions
Approximate

A1 Length = $21 \frac{1}{2}"$

A2 Width = $12 \frac{1}{2}"$

A3 Height = $10 \frac{1}{4}"$

OR IF

B1 Length = $21 \frac{1}{2}"$

B2 Width = $10 \frac{1}{4}"$

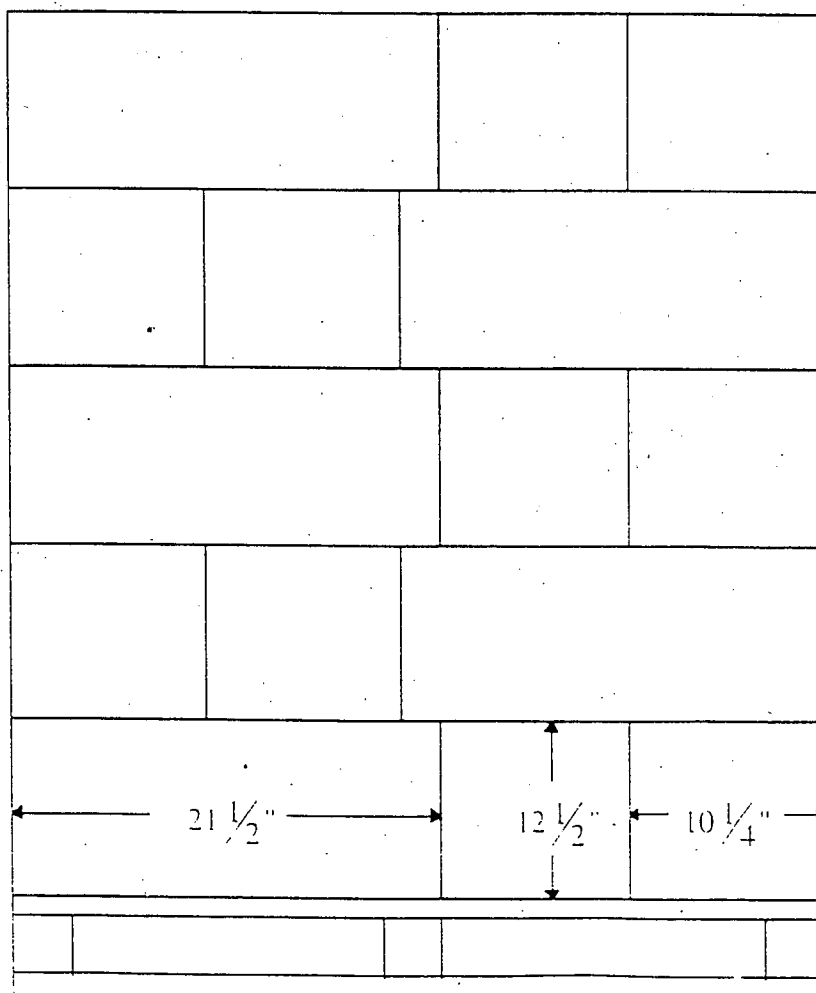
B3 Height = $12 \frac{1}{2}"$

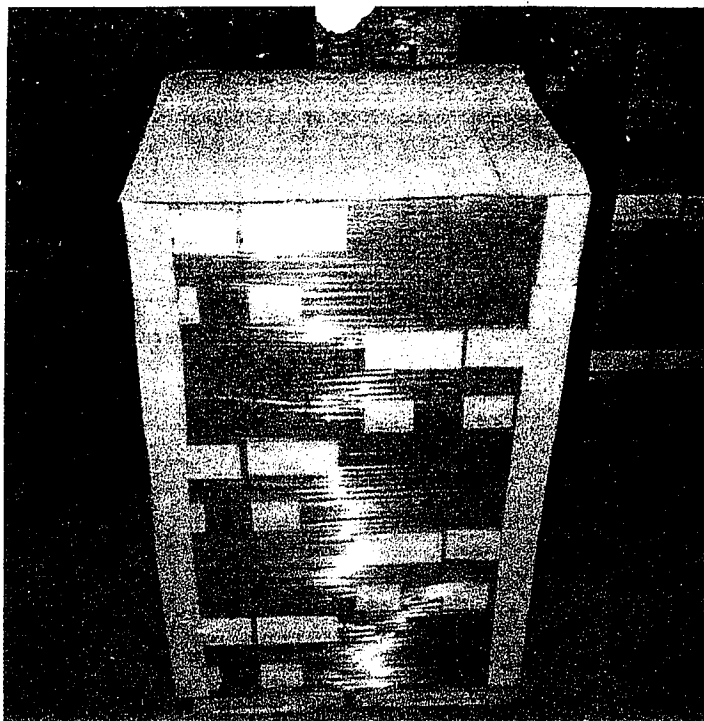
CARTONS TO BE
STACKED ON
NARROW EDGE
(A3 OR B2)

8 Cartons to a Tier
5 Tiers High

A sheet of fiberboard
will top each stacked
pallet before plastic
wrapping.

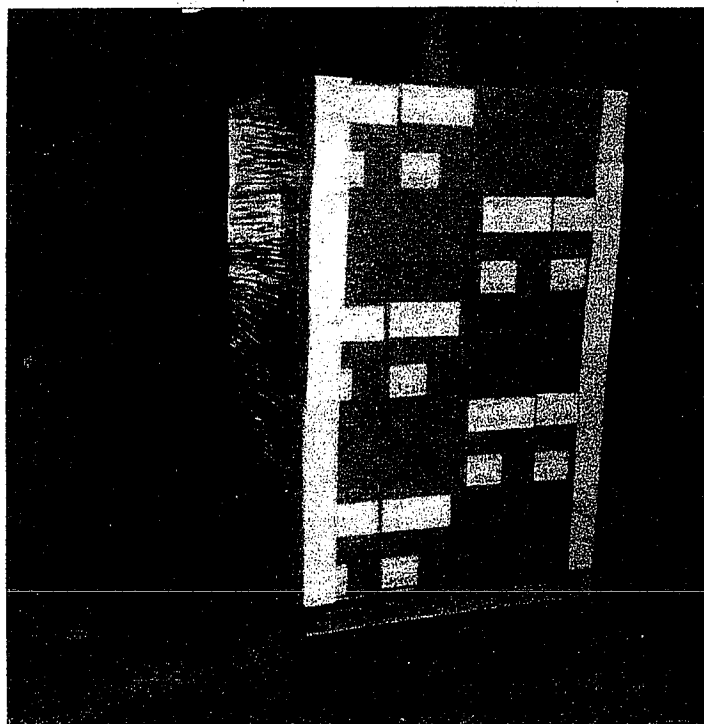
SIDE VIEW





TOP SHEET FIBERBOARD AND V-BOARD ILLUSTRATION

A sheet of **Fiberboard** will top each stacked pallet and a **V-Board** 2 1/2" x 2 1/2" .160 caliper, shall be placed full length at each corner of pallet for reinforcement before plastic wrapping.



ADMINISTRATIVE REQUIREMENTS

1.0 QUALITY ASSURANCE PROVISIONS:

- 1.1 Vendor shall provide construction and printing proof within 10 working days following receipt of purchase order. Construction and print proof will be reviewed by departmental staff and returned to the vendor within three (3) working days.
- 1.2 Send proof to Attention: Jessica Cohagan, MIC 38, Employment Development Department, 1733W Sports Dr, Sacramento CA 95834. Telephone number (916) 928-7694. In order not to delay the processing of the proof, please notify the Department representative 24 hours prior to delivery.

2.0 PREPARATION FOR DELIVERY:

- 2.1 Each delivery should have the packing list attached to the outside of one of the panels, clearly visible upon receipt. Each packing list shall also include the EDD Requisition Number and carton count.
- 2.2 Packaging: Envelopes shall be packaged 500 per shelf box, with flaps folded down. Flaps shall be at top of box.
- 2.3 Shipping Carton: There shall be 5 shelf boxes per shipping carton. Carton size shall yield a solid and air tight pack to prevent crushing when pallets are stacked. All packaging and shipping shall conform to applicable Federal and State Regulations and conform to good commercial practices.
- 2.4 Palletizing: The envelopes shall be shipped on pallets complying with State of California Specification 3990-01A-01, Pallets, Wooden (see palletizing diagram). All pallets must be maintained in good working order with no exposed nails or broken boards. Pallet Size: 2 (42" x 42"), Type: 2. Cartons are not to overhang on side of pallet. If due to carton size overhanging should occur on the 42" x 42" pallet, then a 44" x 44" or 46" x 46" pallets are acceptable. Pallets shall be free of excess moisture to prevent contamination.
- 2.5 The cartons shall be interlocked stacked, eight (8) cartons to a tier, round robin, to prevent shifting of the cartons. Stacked five (5) tiers high per pallet, alternate layers. A sheet of fiberboard will top each stacked pallet
- 2.6 With V-Board 2 1/2" x 2 1/2" with a Caliper of .160 placed full length at each corner of the pallet for reinforcement before plastic wrapping (See attached TOP SHEET FIBERBOARD AND V-BOARD ILLUSTRATION.) Envelopes shall be stacked on edge, width or length.

- 2.7 The cartons shall be protected from cutting, crushing and breaking resulting from banding pressure. The cartons shall be palletized such that the pallet load contents can be identified from any of the four sides. All cartons on a single pallet shall contain the same identical product.

3.0 DELIVERY SCHEDULE AND INFORMATION:

- 3.1 Vendors must call Frank Stegeman at 916-928-5903 to schedule delivery appointment. If the driver is unable to meet the appointment, you must call the warehouse to reschedule. Failure to notify warehouse of delivery, or failure to palletize carton per order specifications may result in partial or total refusal of order or receiving delay. EDD will refuse orders shipped on pallets larger than 46" x 46".
- 3.2 Failure to contact the EDD warehouse prior to delivery, or failure to palletize cartons per order specifications may result in the total or partial refusal of delivery.
- 3.3 The EDD reserves the right to adjust the delivery quantities and dates of this order should there be insufficient warehouse space to accept and store.

3.4 Delivery Schedule:

2,400,000 on January 5, 2009
2,400,000 on February 4, 2009
2,400,000 on March 4, 2009
2,400,000 on April 6, 2009
2,400,000 on May 4, 2009
2,400,000 on June 2, 2009
2,400,000 on July 8, 2009
2,400,000 on August 5, 2009
2,400,000 on September 9, 2009
2,400,000 on October 5, 2009
2,400,000 on November 4, 2009
2,400,000 on December 7, 2009
2,400,000 on January 13, 2010
2,400,000 on February 3, 2010
Total 33,600,000 Envelopes

4.0 CARTON LABEL INFORMATION:

Envelope Form Number, Revision Date: 3-20190 (01-03)

Title: #10 Double Window Envelope, white

EDD Stock Item Code: 7530-233-2019

EDD Requisition Number: E972003

Quantity: 2500

Alpha and Date to correspond to each delivery date.

EXAMPLE: First delivery A (01-05-09)
Second delivery B (02-04-09)

Subsequent deliveries should be labeled respectively.

5.0 PURCHASE ORDER QUANTITY AND PRICE MODIFICATIONS:

The state reserves the right to amend the total amount of envelopes in this order +/- (plus or minus) 20% at the quoted unit price, or to increase the total dollar amount of the contract up to 30% without a re-bid process. The state will provide the vendor written notification of the reduction or addition to the order at least 30 days prior to the last production run of the order, or a mutually agreed notification lead time if less than 30 days prior to the last production run of this envelope.

6.0 VENDOR QUALIFICATION:

The vendor shall be able to demonstrate a history and expertise in the manufacturing/distributing of this product.

All bidders are required to submit a letter from the manufacturer that they have read the bid specification will comply with all the requirements of this document.

7.0 EXPERIENCE:

This bid requires that the manufacturer of this product must have been in this business for at least 3 years. All bidders are required to submit with the bid at least 2 customer references that are using the envelopes manufactured by this manufacturer.

STATE OF CALIFORNIA SPECIFICATION PALLETS, WOODEN

1 SCOPE

This specification covers pallets intended for use with low lift pallet trucks or forklift trucks.

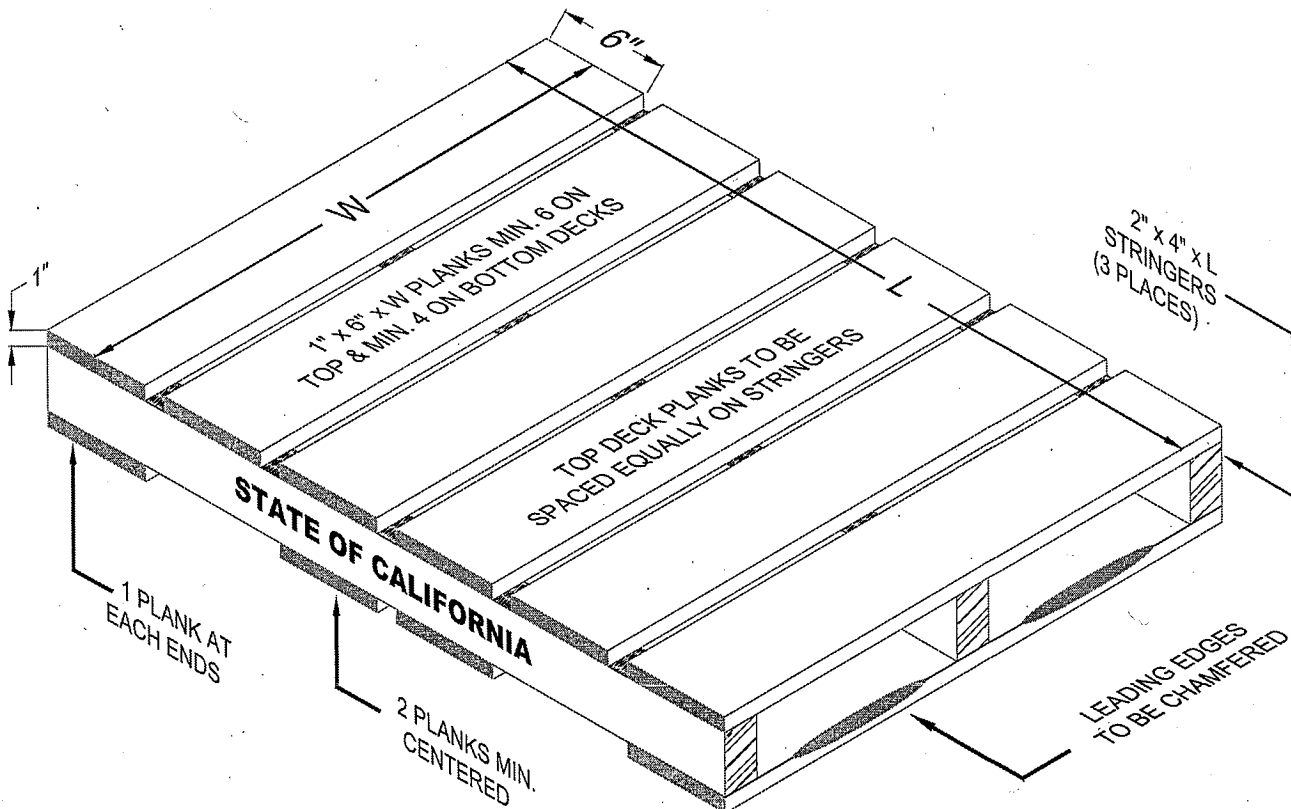
2 SPECIFICATION AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3 REQUIREMENTS

3.1 Material

The pallets shall be constructed from nominal size standard or better (West Coast Lumber Inspection Bureau, Standard Grading Rules for West Coast Lumber) grade Douglas Fir, Hemlock, Larch or Hem-Fir. The stringers shall be S4S and the decking S4S or S1S2E (re-



**FIG. 1 - TYPE 2
WOODEN PALLET**

sawed) with no edge knots. Sawed side is to be assembled to the inside of the pallets. Fastening shall be accomplished with $2\frac{1}{4}$ inch ($+1/16$ inch) 7 penny flat head drive screws (helical threaded nail) or $2\frac{1}{4}$ ($+1/16$ inch) #10 wire gauge annular ring nails as recommended in Specifications and Grades for Warehouse. Permanent or Returnable Pallets of West Coast Woods as published by the National Wooden Pallet and Container Association (Specifications and Grades, NWPCA).

3.2 Non-Standard Duty-Cycle Pallets

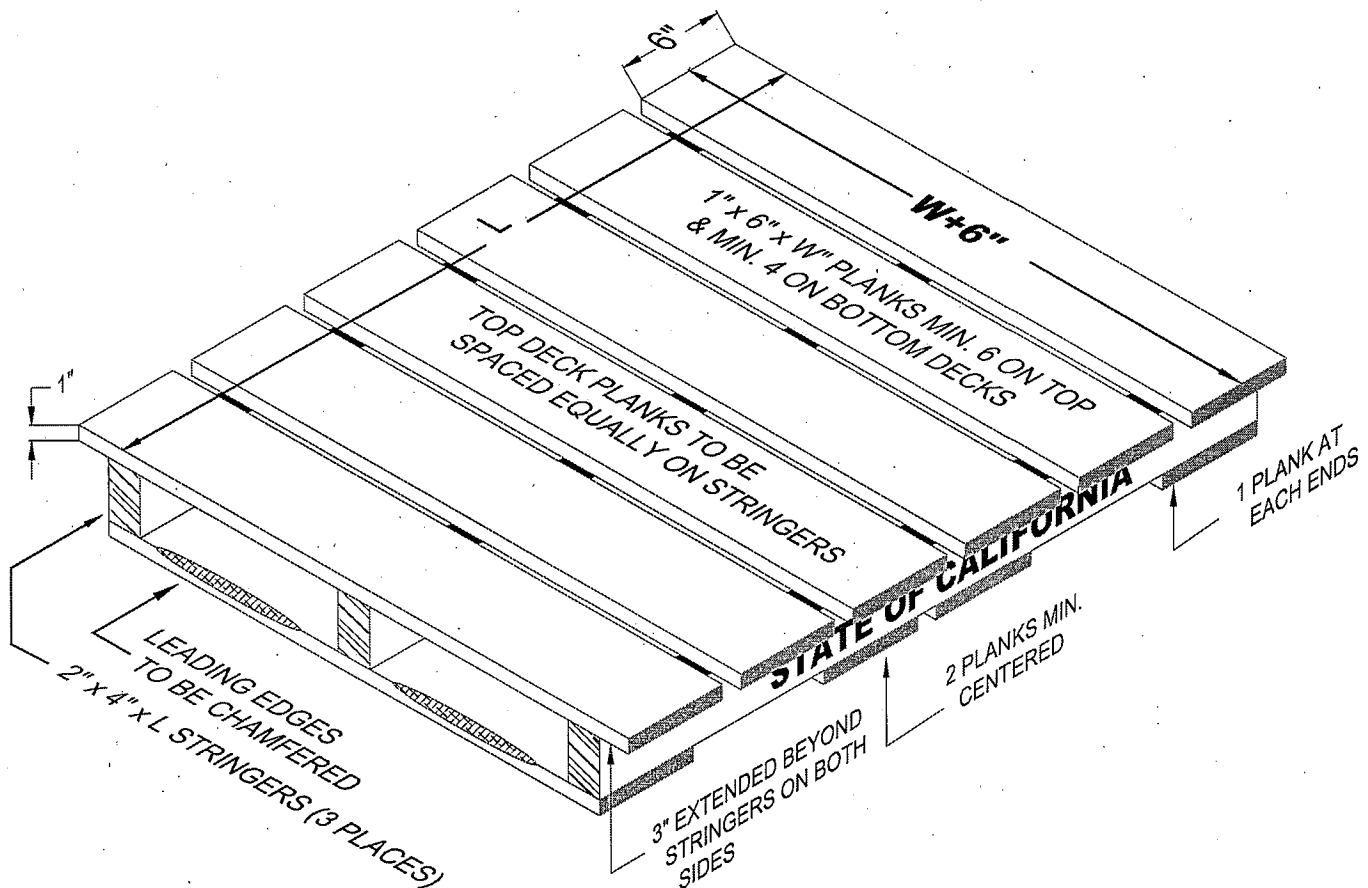
When specifically requested by the user, pallets may be manufactured using pine, oak or ash woods.

3.3 Construction

Pallet type and construction shall comply with Specifications and Grades, NWPCA. The pallets shall be Grade "Quality" (QAL).

The decking shall be secured with 3 nails or screws at each surface of contact with the stringer. Nails shall not be within $\frac{1}{2}$ inch of deck-board edges or another nails.

All leading and outside edges of the bottom deck shall be chamfered. The chamfers shall be at least 12 inches long and shall be cut on an approximate 35 degree angle to the face so as to leave an edge adjacent to the chamfer not less than $\frac{1}{4}$ inch nor more than $\frac{1}{2}$ inch from the outer



**FIG. 2 - TYPE 4
SINGLE WING WOODEN PALLET**

edge of the deck-board. The chamfer shall extend to within 3 inches of the stringers. Pallet configuration shall comply with illustration A.

COMMONLY USED PALLET TYPES & SIZE			
SIZE	TYPE	TOP DECK	BOTTOM DECK
1	2 (Fig. 1)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	42"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
2	2 (Fig. 1)	42"L x 42"W Six 1" x 6" x 42" deck-boards, spaced evenly along the pallet width	42"L x 42"W Min. Four 1" x 6" x 42" boards. One placed each end of the stringers Two at center of the stringers
3	2 (Fig. 1)	44"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	44"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers(Fig. 1)
4	2 (Fig. 1)	45"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	45"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
5	2 (Fig. 1)	46"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	46"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers
6	2 (Fig. 1)	48"L x 48"W Six 1" x 6" x 48" deck-boards, spaced evenly along the pallet width	48"L x 48"W Min. Four 1" x 6" x 48" boards. One placed each end of the stringers Two at center of the stringers
Note: SIZE 1, TYPE 4 - has a single wing applied to top deck.			
1	4 (Fig. 2)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width with 3" wings extending beyond the stringers outboard faces	42"L x 30"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers, Two at center of the stringers

4 SAMPLING AND INSPECTION

This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with ANSI/ASQ Z1.4 1993, Sampling Procedures and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.

4.1 Workmanship

The pallets shall be free from defects as outlined under Grade "Quality" (QAL) in the "Specifications and Grades", NWPCA.

5 MARKING

Each pallet shall be marked (two places), "STATE OF CALIFORNIA". Marking shall be easily readable, in black letters and on outboard faces of stringers.